

CIA INTERNAL USE ONLY

Executive Registry
6-3105

8 November 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-605-6

SUBJECT: Tentative Determination of Salary Rates

1. The Comptroller General has ruled (31 C.G. 15) that there is "no vested right in an employee upon reemployment to receive the highest salary rate previously paid to him, and therefore the correction of an administrative error made in fixing the salary of an employee upon reemployment at a lower rate than the highest salary rate previously held by such employee can be accomplished only by administrative action and upon showing that an administrative error was in fact made in fixing the original salary rate upon reemployment". More recently, in Decision B-118963, the Comptroller General ruled that an erroneous overpayment to an employee through administrative error must be recovered from the employee.

2. Sufficient evidence is not always available at the time an appointment request is reviewed in the Placement and Utilization Division or even at the time of entrance on duty of an individual to verify prior Federal service which might make him eligible for appointment at a rate above the minimum of the grade. In such cases, the appropriate Placement Officer will make the following notation under "Remarks" on the Standard Form 52:

"Salary rate shown is subject to adjustment upon verification of prior Federal service."

3. If the individual or the Agency has obtained appropriate documentation from his former employing agency by the time of his entrance on duty, the Appointment Clerk processing his appointment will refer the file to the appropriate Placement Officer for review of the salary rate at that time. If such evidence is not available at the time of entrance on duty, the action will be processed at the minimum rate of the grade and the above notation will be indicated under "Remarks" of SF-50, or SF-52 in lieu thereof. In these cases, the employee's file will be flagged to insure that the case is brought to the attention of the appropriate Placement Officer upon receipt of the Official Personnel Folder from the former employing agency to determine whether any adjustment of the tentatively determined rate is appropriate.

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